



OutlookDAV Configuration

Overview

This procedure details the installation and configuration of OutlookDAV. This package provides Outlook with the resources it needs to connect to MailCore Pro and seamlessly access contacts, calendars and tasks.

Before You Begin

You will need:

- Windows XP or above
- Outlook (minimum recommended version 2010)
- A copy of OutlookDAV downloaded from <http://www.outlookdav.com>
- A license key from <http://www.outlookdav.com> (1 month's free trial is included if you wish to test first)

This guide does not cover installation of IMAP mail and assumes this is already configured.

Procedure

Install OutlookDAV Client

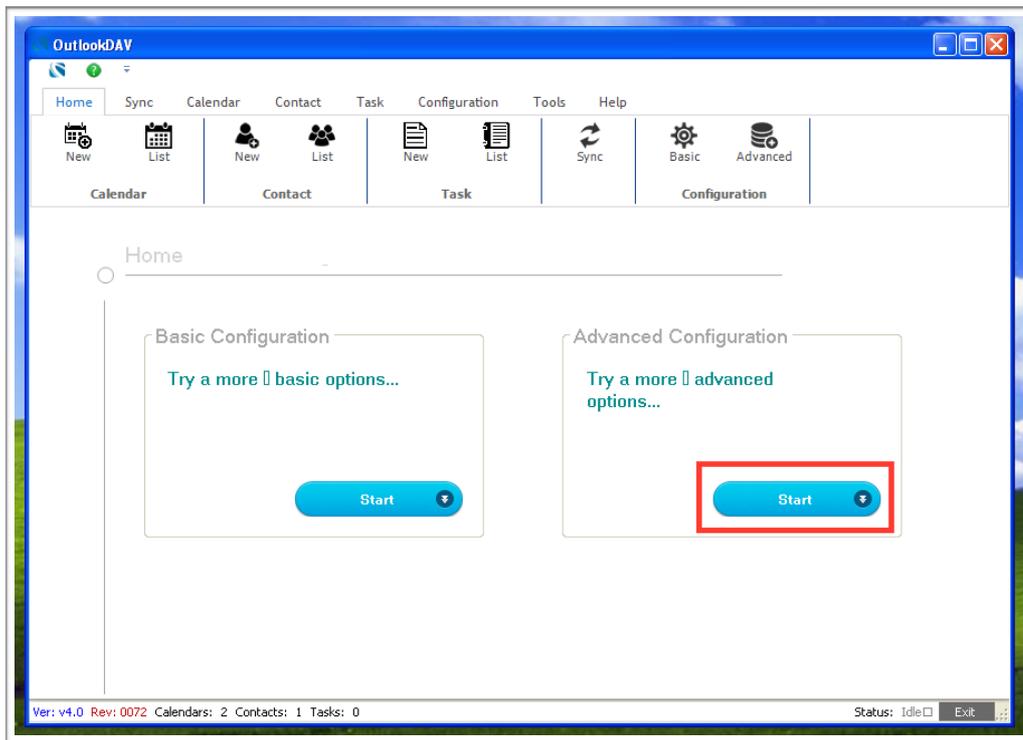
The installation of OutlookDAV client is straightforward and requires no special instructions. Once installed, run the application or click on the OutlookDAV icon in the System Tray (next to the clock) then click 'Open'. You will now be presented with the OutlookDAV configuration screen.

Configuration

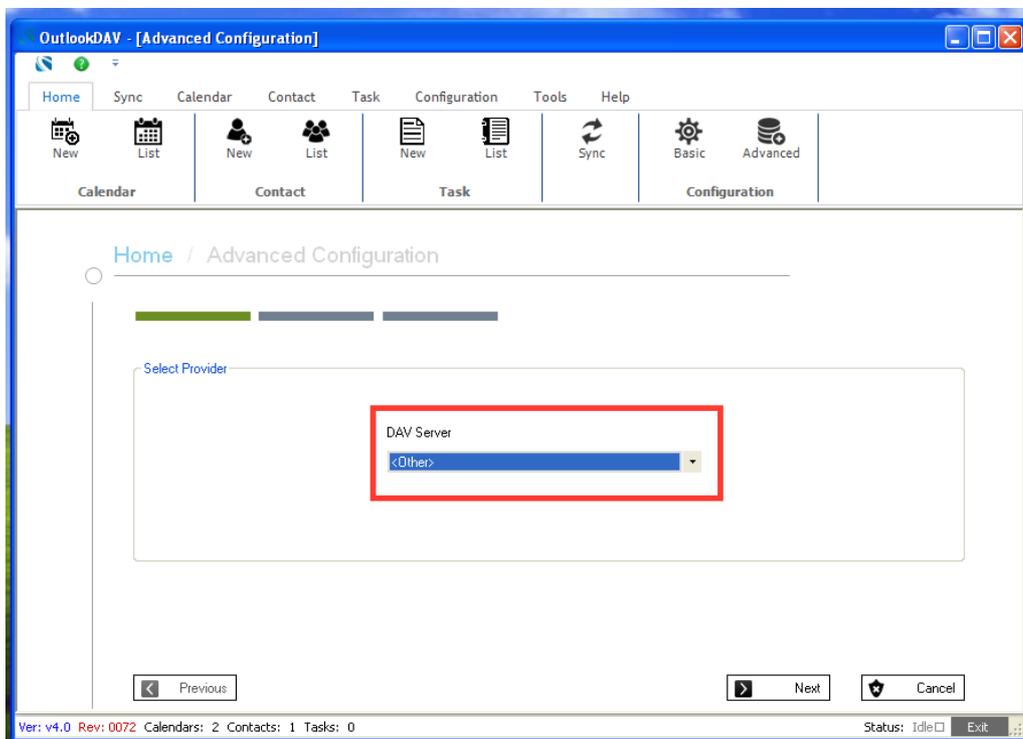
We now need to tell OutlookDAV how to connect to our servers.

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From the first configuration screen, click 'Advanced Configuration'.



On the next screen, select 'Other' as the DAV Server type.



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Now complete the form as follows:

CalDAV Base URL: `https://cal.overssl.net/calendars/name@domain.com/`

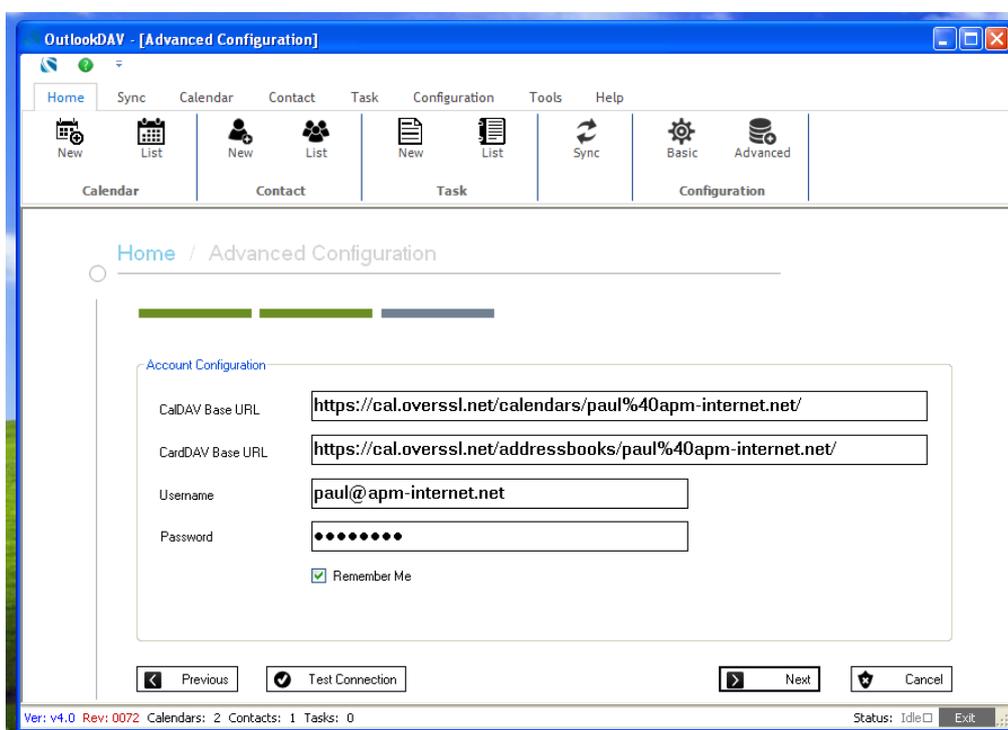
CardDAV Base URL: `https://cal.overssl.net/calendars/name@domain.com/`

Important: The interface may replace the @ with '%40'. This is normal.

Enter your full username (email address) and password as prompted.

Select 'Remember Me' to avoid re-entering your password in future.

Click 'Next'



Click 'Test Connection'. If all is well, you'll see this:

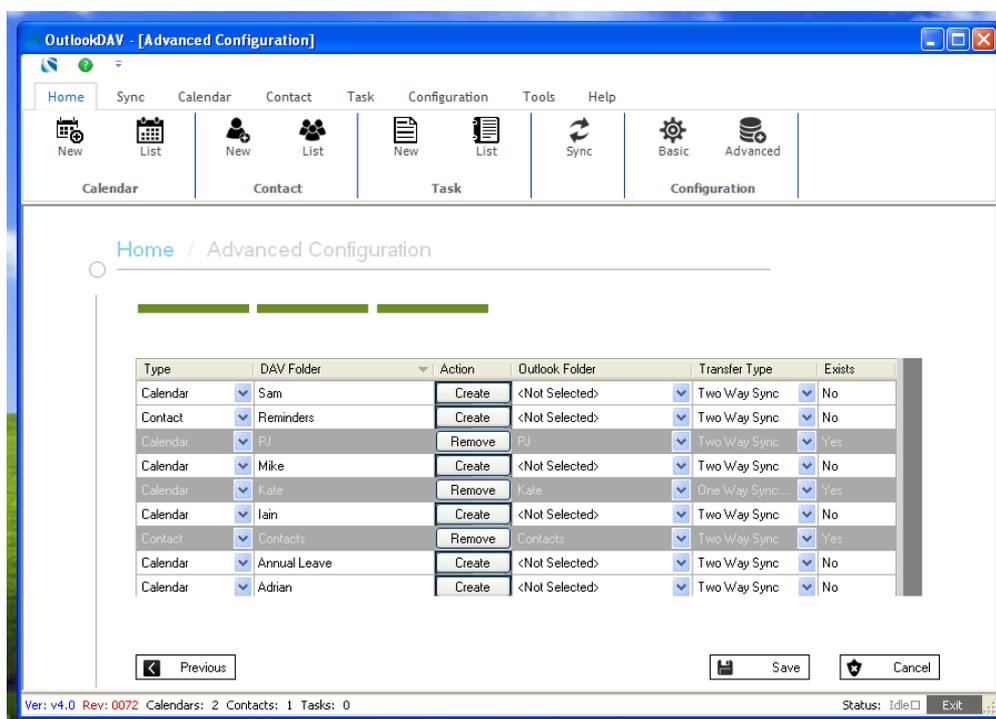


If you encounter problems, check the URLs entered. These must be perfect and they are case sensitive.

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On the final screen, you can now choose which calendars and contact lists you would like to sync. (Note: Tasks are a 'special' kind of calendar).



The 'Create' button will create an identically named calendar or contact list on your local system. If you prefer you can 'map' to a different one.

Transfer type allows you to control whether this is a read-only copy or whether updates made within Outlook are synced back to the server.

Once you are happy with your selections, click 'Save'. You will be returned to the first screen.

Initial Sync

Now, when you start Outlook, the selected calendars, tasks and contact lists will be available in Outlook.

Important When first running Outlook after configuring OutlookDAV, an initial sync needs to take place and you may find all your calendar events and contacts do not immediately appear. This is normal. Go to 'Send/Receive' in Outlook and select 'Send/Receive All Folders' to start the process.

The first sync may take several hours to complete but you will be able to continue using Outlook as normal during this time. Once the initial sync is complete, subsequent sync operations only need to handle changes and so are very quick. Alternatively you can open the OutlookDAV interface and click 'Sync' on the top menu bar to view the first sync. This may take some time but you can continue working whilst it runs.

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